



PAINTER (X2)

The U.S. Embassy in Canberra is seeking an individual for the position of Painter (x2) in the Facilities Maintenance Section.

Salary: \$52,465 p.a.
Hours: Full-time, 40hrs/week.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of High School (Year 10) and completion of Certificate 3 in Painting and Decorating are required.
2. Minimum five years experience as a painter within the construction or housing industry is required. This minimum five years experience may include work documented as an apprentice.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **October 26, 2012**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: PAINTER (X2)	POSITION GRADE LE-5 (STARTING SALARY A\$52,465)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The incumbent provides painting, gyprock plastering and patching work in assisting a multi-trade workforce within the Maintenance Section. Work shall be carried out at the 52 GOP residential properties, the separate structures erected on the grounds, all buildings and structures on the chancery compound, to include the CMR and perimeter fencing, the Embassy warehouse and the leased OPA offices. This includes all routine, scheduled, preventive and emergency painting operations. Is directly supervised by the Maintenance Foreman. As directed by the FM and Maintenance Supervisor, may also assist on STL properties. Responds to work requests approved through the work order system, regular inspections of properties and phone calls.

Major Duties and Responsibilities

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| 1. Painting as stated above | 85% |
| 2. Plastering and patching of gyprock as stated above | 10% |
| 3. Other work as assigned | 5% |

1. Painting

The major function of this position is to paint as required at the locations listed above. The incumbent shall paint the interiors and exteriors of GOP as required for make readys. The incumbent shall be proficient in matching existing colors for spot touch ups, shall know the proper procedures for preparing wood, metal and other materials for priming and finish painting, and have knowledge in the mixing and application of water and oil base paints. The incumbent shall be responsible for ensuring all work is carried out in a professional manner with no overspray, drips or spills of paint on surrounding areas. Incumbent shall be able to spray paint items as required. Incumbent is responsible for proper taping and masking of areas not to be painted, the use of drop cloths to keep floors and furniture clean, and all clean up after work is complete. Incumbent shall know the proper storage techniques for flammable materials. Incumbent shall have thorough knowledge of tools and equipment used in the painting trade and be able to work on ladders above a height of three meters safely. Incumbent shall provide guidance in the ordering of painting materials and maintain adequate stock on hand at all times.

2. Plastering and patching of gyprock

Incumbent shall have the skills to plaster new gyprock joints and the ability to sand and prepare same for paint. Shall be capable of patching existing gyprock and make good for paint.

3. As directed by the Maintenance Foreman, FM or Maintenance Supervisor, performs other duties to include but not limited to: providing escort to contractors on site, assist other agencies as required, assist in the preparations for special events or functions as required.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of High School (Year 10) and completion of Certificate 3 in Painting and Decorating are required.
2. Minimum five years experience as a painter within the construction or housing industry is required. This minimum five years experience may include work documented as an apprentice.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS OCTOBER 26, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the

U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References